

OMB Declassification & Release Instructions on File - No Referral to OMB

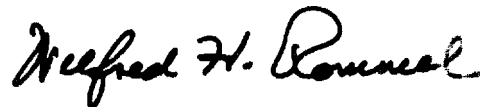
April 2, 1971

MEMORANDUM FOR LEGISLATIVE LIAISON OFFICERS

Subject: Improved handling of mail relating to
legislative proposals

In order to avoid delays in receipt and action on legislative proposals, reports and testimony, we request your cooperation in adhering to the following procedures:

- (1) Address all mail on legislation intended for review or action by OMB to the attention of Mrs. Louise Garziglia, Legislative Reference Division, Room 458, Executive Office Building. This includes routine mail as well as special delivery mail.
- (2) For special delivery mail, building clearance for messengers can be arranged by calling the Legislative Control Unit (Mrs. Garziglia), Extension 3900. If special delivery mail is to be delivered after normal working hours, there is a messenger "drop box" for this purpose at the 17th and G Street entrance, but the mail should be marked "Special Delivery." When this method is used, a call should be made to the Legislative Control Unit to assure notification of the pending delivery. The "drop box" should only be used if absolutely necessary.



Wilfred H. Rommel
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Legislative Reference